G. R. S. IX-5]

Previous references.

262-09,2

" 1.

File No. 264-17

1917.

(Jan)

Serial Nos.

Later references.

Gen-576-17 ac 1-2-3.

9h 37-23 (1-3)

P-18

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B for 1917

SUBJECT.

Question of requiring officers to have previous intimation of their intention to go on leave

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To the Comptroller
" The H.O.J. Depts
" Secretariat Hqrs
" Dy Comr of Delhi No. G. 2929-798 31.8.17 about

Directs that in future all officers who have taken leave are apt to give intimation in Jan & July every year to the Dept Concerned of their intention to go on leave exceeding six months during each half-year

DBR

B.J. 25.10.17

W D 88—GPB—50,000—24-7-16

C.S. 49 817

21.5.17

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Instructions of the Dewan
(in Council on 30-4-17).

---:0:---

" Officers may ~~[illegible]~~ intimate in July of every year their intention to go on leave at any time during the ensuing year, ~~as far as possible~~.

The idea may be worked up."

Drees
2/5.

Rules for saving of remarks

Drees
2/5.

I agree - The Govt of India have a similar practice which applies chiefly to furlough

M
2/5-

To Mr G N Rao for draft - with reference to Govt's own & Govt India's rules if available

Drees
2/5

[illegible] 2/5

copies of the rules on

Register & print
new
3/5

GEN. REV. SECRETARIAT
VIII
E. AUDIT.
-3 MAY 1917

190-E.Am.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Rep 24
Reply X

the subject in Bengal and in the United Provinces are put up.

The Bengal rule requires that applications for furlough should ordinarily be made at least 3 months in advance.

In the United Provinces, officers intending to apply for leave of over six weeks' duration should communicate the fact to the chief secy by the 1st of January in each year. When the leave required is six weeks or less, intimation should be given either by

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—23-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

No 1st of January or not
less than six weeks in advance.

In Mysore, the rule of Officers
having long leave (except
on account of sickness or other
emergencies which do not
admit of long notice) ~~is~~
is so small that a rigid rule
like that proposed does not
seem quite necessary. Under
Flag J G.O. No. Pg 5316-5-8
dated 12th April 1910,
Flag H (as amended by G.O. No. 133-80. dated 10th July 1911)
Officers are required to give
4 or 6 weeks' notice of their
intention to go on leave.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

This provision, if strictly enforced, would seem to meet all requirements.

In this connection it may be brought to notice that the recent G.O. 71 45 X 21-70 dated 16th Feb 1917 discontinuing the grant of leave certificates to officers on their own requisition is somewhat inexpedient. This G.O requires the Heads of Depts to forward applications to Govt through the Comptroller. Neither the officer applying for the leave nor the officer recommending it would know whether the leave is

Hq Z

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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permissible or not. Besides no hire available for Govt to pass orders is curtailed

Submitted for favour of further instructions

Secy) 8/5/17

Forwarded to the Fin Secy for favour of remarks. I am in favour of the R. P rules and I think the inconvenience pointed out by Mr R. Rao in regard to the working of the rules here should be remedied.

Secy 11/5 11/5

As pointed out by Mr Madhavarao, Vide para 8 of his note the existing rule if strictly enforced seems adequate. There is however some advantage in issuing a general instruction for uniformity of action as in the Deccan Sahukars' circular instruction in Council applicable only in respect of long leave.

In regard to the observance of this rule of limiting to four the children of officers to take furlough, some time ahead

Recd 12/5

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. S.—GPB—60,000—20-7-16

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

the Officers are not required to
find in any formal application.
They may of course change their
intentions in the matter of taking
leave. The audit officer should not
furnish any certificate at this
stage.
By reference to the Leave Regulations
and the rules in the M. & R. Officers
can personally find out for
themselves what leave they
will be entitled to at any
particular period of their service.
The new rule — flag Z will be
applicable only in respect of the
applications forwarded by the
Officers when the leave is actually
wanted.
It does not therefore appear that
any practical inconvenience
will result from the observance of
that procedure. [illegible]
For Secretary
12.5.17

Secretary's initials & compliments.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

838

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

3124
15.5.17

Fust member)

Dewan

Deswal) 17/5

Dewan
17/5

6838
18.5.17

No objection. The Financial Secretary may also kindly record his views.

13.6.17

Fri SRS)

Dewan
14/6

C S Cir a/c receipt of opinion from F.S. Given 14/6

A rule as per instructions of Dewan in Council on 30.4.17 may be issued - It would be a convenience to just to know in time what officers are going on long leave - As however Indian officers rarely take long leave voluntarily the rule is likely to remain for the most part a dead letter.

4.4.17

4.4.17

C J Bennett

final Vetting)

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

(Informal)

(For Disposal at a Meeting)

No. C. 3.

5.7.1917

GENERAL AND REVENUE SECRETARIAT.

COUNCIL MATTER.

SUBJECT.

Question of requiring officers to give previous intimation of their intention to go on leave.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Hanasenaraca

4th July 1917.

Secretary to Government.

Extraordinary Member of Council. 16.7.17

115/10/7 First Member of Council. 10/7

19/16-7-17 Second Member of Council. 17.7

WD 2670—GPB—1,000—11-5-17

(Informal)

Subject.-

Question of requiring officers to give previous intimation of their intention ~~xfxxx~~ to go on leave.

OPINION OF THE COUNCIL.

Extract from the Proceedings of the 425th Meeting of the Council of His Highness the Maharaja, held at Bangalore, on the 30th July 19 17.

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14. Subject.-Outside the Schedule.

Question of requiring officers to give previous intimation of their intention to go on leave.

OPINION OF THE COUNCIL.

All officers of Government may be required to give intimation in January and July of every year to the Secretary to Government, in the departments concerned, of their intention to go on leave exceeding six weeks.

Intimation, six weeks in advance, is enough in the case of all other kinds of leave.

Sd. M. Visvesvaraya,

Dewan of Mysore.

"EXTRACT"

D. Narayana Rao 3/17.

Secretary to Government,
General Department.

WD—156—GPB—1,000—19-7-16.

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191

Serial No.

Extract from the Proceedings of the Council is put up.

Forwarded with compliments to the Secretary to Government, Financial Department, for favour of necessary further action.

By Order

D. Venkatarao 21/7

Secretary to Government,
General Department,

Ms Fin
for a Draft order
7/8

Draft ruled.
7-8-17.

To Legal Secy for opinion as to whether the draft should not issue from the Govt.
7/8

Draft Yes, it may issue. Draft
13/8 15/8

Govt) 15/8

Secy 15/8

2MR310-17

NOTE—Contn. sheet.

W D 2382—GPB—500—20-3-16

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2

General and Revenue Secretariat.

Jm. File No. 264 of 1917.

Serial No. 1

To The Comptroller
" Other Heads of Depts
" Secretaries to Govt.
" Dy Comrs of Dts

No G. 2929-79 dt 31. 8. 17

Directs that in future all officers who have to apply to Govt for leave are req^d to give intimation in January & July of every year to the Secy to Govt in the Dept. concerned of their intention to go on leave for the ensuing Six months during each half year.

B

NOTE—Contn. sheet.

G.R.S. VI-71]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191*

Date of issue.....

Signed by.....

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press

vi published in the Gazette Kannada part?

Section

File No.

Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read.—Agam G.O. No: G 53 16-58/GM. 262-09-1 dated 12th April 1910 directing that ~~except in cases of sudden illness and other unforeseen emergencies~~, applications to Govt: for leave ~~(other than casual leave)~~ except in cases of sudden illness and other unforeseen emergencies should be made ~~Order Thereon:— No.~~ a month or six weeks before the date from which the leave is required

P- J. over.

Order thereon :- No :

Dated - Bangalore

In modifying the order read above Govt are pleased to direct that (in future) all officers who may have to apply for leave of Govt : are required to give intimation in January and July of every year to the Secy : to Govt : in the departments concerned, of their intention to go on leave exceeding six weeks during each half year.

2. Intimation, six weeks in advance, is enough in the case ~~of all other kinds~~ of leave of shorter duration -

List of enclosures.

Asst :- Secy.

To
The Comptr to Govt.
The other Heads of Depts
The Secretaries to Govt.
The Dy. Comrs : of Dts.

Copied by

Examined by

ms
1-8-17.

Proceedings of the Government of His Highness

the Maharaja of Mysore.

Read Again :-

Government Order No. G. 5716-58/G.H. 868-79-1 dated 12th April 1910 directing that applications to Government for leave should except in cases of sudden illness and other unforeseen - - emegencies be made a month or six weeks before the date from which the leave is required.

Order--No. G 2929-79 / G.H. 868-17-1

Dated Bangalore, the [illegible] August 1917.

In modification of the order read above Government are pleased to direct that in future all officers who may have to apply to Government for leave are required to give intimation in - January and July of every year to the Secretary to Government in - the Departments concerned, of their intention to go on leave exceeding six weeks during each half year.

2. Intimation, six weeks in advance, is enough in the case of leave of shorter duration.

for Secretary to Government,
General Department.

To

The Comptroller, Mysore Government.
" Other Heads of Departments.
" Secretaries to Government.
" Deputy Commissioners of Districts.

TMK10.

Proceedings of the Government of H. H. the Maharaja of Mysore.

---cOo---

Read Again:--

G. O. No. G. 5316-58/G.M.262-09-1 dated 12th April 1910 directing that applications to Government for leave should -- except in cases of sudden illness and other unforseen emegencies be made a month or six weeks before the date from which the leave is required.

- - -

Order No. G 2929-77

Dated Bangalore, 1917.

In modification of the order read above Government are pleased to direct that in future all officers who may have to apply to Government for leave are required to give intimation in January and July of every year to the Secretary to Government in the Departments concerned, of their intention to go on leave exceeding six weeks during each half year.

2. Intimation, six weeks in advance, is enough in the case of leave of shorter duration.

May this be

i. Printed? Yes

ii. treated as a Standing Order?

Yes
12/15/17

Secretary to Government,
General Department.

To

The Comptroller, Mysore Government.
" Other Heads of Departments.
" Secretaries to Government.
" Deputy Commissioners of Districts.

NR.

Extract from Government Circulars and orders in force in Bengal. Vol.I.

- - - - - - - - -

Great inconvenience being often caused to Government owing to applications for furlough being deferred until the last moment, the Government of Bengal issued the following orders:-

" Applications for furlough should ordinarily be made at least three months before the date from which an officer ~~wh~~ wishes his furlough to commence, and, in every case where this course is not followed, an explanation of the circumstances under which the application was delayed should accompany the application.

" I am to request that you will be good enough to communicate these orders to the officers subordinate to you for careful observance in future."

As the above orders had not been strictly followed in the past, the Bengal Govt drew the attention of all officers to them, and impressed upon all officers the necessity of observing them more carefully in future.

Extract from the Manual of Government orders ,United Provinces. Vol.I.

- - - - - - - - -

169. An officer intending to apply for leave of over six weeks' duration, whether long leave or privilege leave, should communicate the fact demiofficially to the Chief Secretary to Government by the 1st January in each year, or, when the leave is desired before the date from which the leave is wanted. All notices of intention to apply for leave of six weeks' or less duration should, if possible, be demi-officially intimated by the 1st January in each year, and in any case not less than six weeks before the date on which the officer proposes to proceed on leave.

Applications for leave by officers of the Indian Civil Service and Statutory Civil Service.